

 <p data-bbox="240 403 643 493">OTTERBEIN UNIVERSITY</p>	<p data-bbox="841 222 1237 273">01/01/19-12/31/19</p> <p data-bbox="824 294 1253 348">Student Pay Rates</p> <p data-bbox="824 361 1273 487">REPLACES ANY AND ALL PREVIOUS PAY RATE SCHEDULES</p>
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All first year service is paid at the minimum for the range. For Levels II-IV, if the student returns to the same position in the following year, he/she should be evaluated for an increase based on the number of years in that position in accordance with the pay rates below. Deviations from this schedule should not be made, and requests for exceptions must be submitted to Human Resources first and approved by the Vice President for Business Affairs.

LEVEL I (\$8.55) is the basic work-study clerical office position. These are jobs requiring the following skills: general clerical, computer use for look up and basic data entry, answering phones, exercises little independent judgment. These students are mostly performing clerical work: filing, mailing, etc. Some of these jobs do require manual labor, but it is light manual labor. **Examples of this pay level would be office assistants, file clerks, circulation assistants, mailroom assistants, and copy center assistants.**

First year	\$8.55
Second year in same position	\$8.55
Third year in same position	\$8.55
Fourth year in same position	\$8.55

LEVEL II (\$8.55) - performs manual labor such as grounds keeping or feeding and caring for horses. These students usually are assigned clearly defined manual tasks which require use of little independent judgment; may require heavy lifting, carrying, exposure to environmental conditions such as dust and dirt as well as hot and cold. **Examples of this pay level would be stable assistants, grounds assistants.**

First year	\$8.55
Second year in same position	\$8.55
Third year in same position	\$8.55
Fourth year in same position	\$8.55

LEVEL III (\$8.55-\$8.90) - requires specialized skills, more training, and demands more decision making within by the student. Students generally work without direct supervision at this job level; these students may represent your office or department to the public providing direct customer service. **Examples of this pay level would be lab**

assistants, student Police Department workers, Admissions - host and tour, or students assisting in the IT department installing PCs or trouble-shooting service calls.

First year	\$8.55
Second year in same position	\$8.55
Third year in same position	\$8.65
Fourth year in same position	\$8.90

LEVEL IV (\$8.55-\$10.25) depending upon experience and budgeted amountor may receive a stipend depending upon FLSA status) - is a position similar to a regular position on campus, and for which a high degree of training and/or experience is required. These students usually work without direct supervision and consult with the supervisor before beginning unusual assignments. **Examples of this pay level would be graduate students serving as research assistants to a professor, teaching assistants, serving as an assistant coach, serving an internship, serving as a tutor, etc.**

*Summer Theatre positions will follow the compensation schedule based upon an analysis of the assigned job description.